INPUT WORK GROUP MEETING MINUTES

SOUTHERN OREGON HEAD START

Date: 12/08/23
Time: 10:00-11:00
Location: Parkview & Teams

Agenda Items

Group Agreements/Ground Rules; These are the rules the group will follow to accomplish the set goals during the meeting:

- Everyone has a chance to share, and their opinion is taken at face value and respected
- Active Listening
- This Meeting is a Safe Space. What is said here stays here, but important info goes to the centers.
- Input Work Group Representatives (from each center) will help make sure the meeting is a safe space when sharing at their center meetings.
- Come with a problem-solving perspective. Bring the concerns with solutions.
- Avoid "group" thinking. Challenge each other's thoughts, have different perspectives. Think outside the box.
- Have Fun!
- Be Respectful

Everyone introduced themselves.

The goal of the group is to have representatives for each center. This would be a group collective for employees to share ideas to improve or change. Be advocates at your center.

Last year there was some frustration with ideas being shared but they were not moving fast enough.

- It was shared that there are center rules and guidelines we need to follow in order to make things happen. Not every idea can be implemented, but we do work towards them.

It is encouraged to be the voice for the center teams or department teams. Individual perspectives are welcome in this group.

- The goal is to have topics out a couple weeks before this meeting so they can be talked about at centers beforehand.
- Sometimes the topics will be brought up by the directors and at times the group can create topics as well.
- It was suggested to plan these meetings in conjunction with the center meetings
  - **Input Team meetings will be on the Last Fridays of the month at 10am.**

A suggestion to have/create an Input box at the centers:

- This would be especially helpful for the centers that don't have an Input representative.
- Melissa shared that she would help create these boxes. We will need at least 1 for each enter and the MO.
- These boxes could help encourage idea sharing; anonymously
- Input team will collect ideas from the box and bring them to the meeting.

Recruiting of more team members and from a variety of positions was suggested:

- Clarity on what the Input Work Group is
- Send the application out again, possibly during a center meeting
  - When sent out again; reiterate this meeting is a safe space to come with ideas.
- Scale back the application, very wordy.
- Spanish version of the application needs to be made available

Michael shared that DEI is a topic the Directors would like us to cover. It is important to make sure that everyone is included.

DEI stands for Diversity, Equity, and Inclusion

Where does the input and information go after it has been shared with the Input Work Group?

- Most of the information goes out to the directors.
- Michael shared that last year a lot of input from this group was given to the directors around program planning, training/onboarding, new employee survey, staff retention, and exit and stay interviews.
- If more follow-through is needed, the information will get to the right department.

Moving forward, it was suggested to have a representative from this group meet with the directors' team to give the input/ideas that were shared in this meeting. It was also suggested to have everyone in the input team take turns presenting to the directors.

- Have the minutes be distributed to the directors

Minutes will be reviewed by the input team before they are sent out.

Michael will help support in the background and no longer lead the group. This will help cultivate that Save Space.

There is Co-Facilitators and a Secretary:

Co-Facilitators – Trish Maitrejean & Robin Sweetser

Secretary – Melissa Clark

Topics moving forward:

DEI should be addressed and have a roll out strategy.

Student behaviors in the classrooms.

Things to take back to centers:

- Talk to them about the input boxes.
- Recruitment to the input team
    - This is a safe place to share topics and input.

Who are you in this meeting? And What is your role?